

Vacancy announcement for two unpaid internship positions **Mex Internship-02 & 03 PROTOCOL**

Please verify the section: TO APPLY

Interested applicants for this internship position **MUST** submit the following or the application **WILL NOT BE CONSIDERED:**

- **Application Forms**

<http://mexicocity2.state.gov/mexicosites/DOS/HR/STU/default.aspx>

Mexican National Intern Vacancy Announcement



U.S. Embassy, Mexico

No: 13/02-03

Open to: All Interested Candidates

Position: **Mex Internships-02 & 03 PROTOCOL**

Opening Date: March 15, 2013

Closing Date: April 5, 2013

Duration: Part-time; 20 hours/week

No salary or benefits will be paid – this is a volunteer position.

The U.S. Embassy in Mexico City is seeking two individuals for the positions of Interns in the Protocol Section

Basic Function of Position

The two interns are assigned to the Protocol Section in the U.S. Embassy and assist in organizing events, schedules meetings, follows up on RSVPs, and drafts letters.

Qualifications

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- International Relations studies.
- English Level IV (Please see section "To Apply" on pg 2 for test instructions).
- No experience necessary but the candidate must be familiarized with the GOM structure.
- Duration: Six months, working 4 hours a day.
- Schedule:
 - Internship 1: Morning shift 9:00am to 13:00 hrs.
 - Internship 2: Afternoon shift 13:00 to 17:00 hrs.

All applicants must pass a security and medical certification process.

Minimum Eligibility criteria

- Only Mexican Nationals are eligible for the Intern Program.

- Eligible students must meet the definition of a student as follows:

"Student" means an individual who is enrolled, not less than half-time, in trade school, technical or vocational institute, college, university or comparable recognized educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the HR Office that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

Mission's requirements for Mexican Student Interns:

-Minimum age: Intern Program applicants must be at least 18 years of age at the time of appointment.

-The student must have completed academic courses relevant to the type of work to be performed.

-The student must be able to speak English. The level will depend on the requirement of the employing office.

TOEFL/ITP/PBT/IBT/TOEIC test scores will be used to determine whether the student meets minimum fluency requirements.

-The student must be in good academic standing at their current educational institution and provide a certified transcript of his/her grades. A minimum GPA of 8.0 is required.

-The student must receive a security certification from the Regional Security Office (RSO).

-The student must be covered by his/her own medical insurance and must receive a medical clearance from the Health Unit.

-There are **no benefits** attached to this temporary internship and **no compensation**.

To apply:

To be eligible for consideration the following documentation must be submitted and forwarded to the HR Office/Agency Intern Coordinator prior to the announcement's closing date:

-Fill out application form (1) /approved Agency form

-Complete "Statement of Interest" (2) should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission's goals/office needs

-Obtain signed written permission and request from institution

-Request school to send certified transcript of academic standing to the HR Office/Agency Intern Coordinator

-Complete and sign "Disclaimer Release" form (3)

-Complete Voluntary Service Agreement forms (4) /approved Agency form

Forms can be found at <http://mexicocity2.state.gov/mexicosites/DOS/HR/STU/default.aspx>

-Submit TOEFL/TOEIC English proficiency score

Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).

TOEIC Standard Testing Services, Alpes #120-A, Esq. Prado Norte, Col. Lomas de Chapultepec, 11000 Mexico, D.F., tel. 5540-3555/5540 3959. **(Valid for two (2) years) OR**

TOEFL (iBT/ITP/PBT). Information: <http://www.usembassy-mexico.gov/bbf/bftoeft.htm> (Valid for two (2) years)

The scores for Level IV English (fluent) are : (TOEFL iBT 106 or TOEFL ITP/PBT 620+ or TOEIC PBT 850+)

-Submit all documents to the HR Office/Agency Intern Coordinator prior to the announcement's closing date.

-Be available for interview when/if called.

Submit application to:

Human Resources Office

American Embassy

Paseo de la Reforma #305 (PB)

Col. Cuauhtémoc

06500 Mexico, D.F. or

E-mail: MexicoCityHRHD@state.gov **(Please refer to position number in subject line of e-mail.) i.e. Mex Internship-02 & 3 /Protocol**

Please check the U.S. Embassy web site for future vacancy announcements: <http://www.usembassy-mexico.gov/sPersonnel.html>

The US Mission in Mexico provides equal opportunity and fair and equitable treatment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Mexican National Student Intern Program is designed to facilitate students who are non-U.S. citizens seeking internships with Mission Mexico. The objectives and advantages of such a program serve to benefit both post and students by providing the Mexican national students with valuable work experience in the mission and by assisting post in accomplishing their goals. We seek to offer students the challenge of working in a foreign affairs arena and at the same time profit by their assistance. There are **no benefits or compensation** attached to this internship or **any future employment rights**.

Drafter: XBalcazar

Cleared: SMutschler

